

GUIDELINES FOR CSTC TEAM LEADERS AND TEAM MEMBERS

The desired approach to all CSTC tasks is by "team consensus", with the team leader being the team member responsible for getting the team organized and leading team members into working together to achieve a mutually agreed-upon outcome.

The team's title or topic, as stated at the originating workshop, is the starting point for team discussion at the beginning stages of a project. It is expected to evolve into a viable project based upon collegial team discussion, research and subsequent discussion of findings.

Teams sometimes get off to a slow start in determining exactly what it is they are striving to accomplish and what they can realistically expect to complete within a reasonable timeframe. Teams then work together, via conference calls, to clearly define what the team's goal is and what product(s) they will develop to achieve that goal. It is critical to a team's progress for these to be "hashed out" at the outset and for a consensus goal and agreed-upon product for the team project to be identified as early as possible. This entails frequent "brainstorming" conference calls early in the process.

The basic forum for team activities and interaction is the conference call. It is incumbent upon team leaders to work with their DOE counterparts to set up semi-weekly, weekly, biweekly or monthly telephone conference calls (as the team members determine) with the participation of as many members as possible, at all times. Coordinating suitable times for these conference calls is often a problem, since all team members are volunteering their time in the context of the demands of their work schedules. Team members must work together to determine the most suitable time for all (or most) to be able to participate.

CSTC Team Leaders' Roles and Responsibilities

The role of a CSTC Team Leader is to facilitate the exchange of ideas among the team members and to serve as the focal point for all actions the team agrees to undertake.

The team leader should:

1. develop and maintain a roster of team members' names, company affiliations and job titles, phone numbers (including fax, cell phone and pager numbers), email addresses and regular mail addresses;
2. set up the team conference calls with the assistance of his/her DOE point of contact;
3. send all team members notice of each team conference call (as decided upon during each previous conference call) and reminders of upcoming conference calls 1-2 days before each call;
4. lead the discussion during each conference call, assuring that each team member has an opportunity to voice his/her opinion or position on any subject discussed;
5. sum up agreements and action items arising from the discussion, at the conclusion of each conference call;
6. follow up on action items that team members have volunteered to take on;

7. request that one or more team members volunteer to provide the minutes of team decisions and action items identified during each conference call (or do it him/herself);
8. send minutes out to all team members within a few days of each call's conclusion.
9. attend the "All-CSTC" conference calls that are usually scheduled for the 4th Thursday of every month (3-4:30 P.M., Eastern Time) and report on his/her team's progress and plans, as appropriate. Raise any issues that may be of concern for his/her team and would benefit from open discussion by the general membership. If unable to attend, the team leader should arrange to have his/her DOE P.O.C., or another team member provide the monthly status report on the All CSTC conference call.
10. With the help of the team members, prepare and deliver a presentation on his/her team project at the annual Chemical Management Workshop.

CSTC Team Members' Roles and Responsibilities

The role of a CSTC Team member is to support, assist and work with the team leader and other team members and to participate fully in the team discussions and in actions the team agrees to undertake.

Each team member should:

1. keep a roster of team members' names, company affiliations and job titles, phone numbers (including fax, cell phone and pager numbers), email addresses and regular mail addresses;
2. participate in all team conference calls or notify the team leader of anticipated non-attendance;
3. fully participate in discussions during each conference call, taking the opportunity to voice his/her opinion or position on subjects discussed;
4. assist the team leader in summing up agreements and action items arising from the discussion at the conclusion of each conference call;
5. complete action items he/she has volunteered to take on in a timely manner;
6. assist the team leader by taking and sharing notes with him/her, on team decisions and action items identified during each conference call;
7. attend the "All-CSTC" conference calls that are usually scheduled for the 4th Thursday of every month (3-4:30 P.M., Eastern Time);
8. assist the team leader in preparing a presentation on the team project at the annual Chemical Management Workshop.
9. participate in preparations for the annual Chemical Management Workshop;
10. attend the annual Chemical Management Workshop.

[NOTE: All-CSTC conference calls are held bi-monthly on the 4th Thursday of the month (Nov., Jan., March, May, July, Sept.) at 3PM [ET]. Due to the Thanksgiving Day holiday, the November call is held on either the 3rd Thursday in November or on the first Thursday in December.]